



## VACANCY ANNOUNCEMENT

September 26, 2012

### **INFORMATION TECHNOLOGY PROJECT MANAGER / ANALYST**

The Kansas Secretary of State's office is hiring a Project Manager / Analyst to serve in our Information Technology department. This position will be responsible for ensuring projects are completed on time and within budget. This position will be expected to analyze complex problems, interpret operational needs, and develop integrated and creative solutions. The IT Project Manager / Analyst may supervise other staff on a project basis.

#### AREAS OF RESPONSIBILITY

- Assess project characteristics
- Ensure adherence to IT Project Management Methodology
- Define problems, milestones, deliverables, requirements, constraints and criteria for success
- Conduct needs analysis
- Develop solutions
- Define and perform risk management, quality assurance and change management activities

#### WORK EXAMPLES

- Provide support for project plan and budget by tailoring methodology to reflect project needs
- Assist in the development of project plans, budget requests and project management procedures
- Evaluate and provide oversight of project plans for compliance with architecture, standards, methodologies, policies and guidelines
- Consult with business and IT managers regarding project plans and progress
- Coordinate state reporting as required on projects greater than \$250,000.00
- Manage IT project plans and coordinate the work of assigned project staff
- Track progress against established timeline and budget
- Provide briefings as requested regarding project status
- Meet with users and subject matter experts to analyze business processes and systems
- Define and communicate specifications to technical staff
- Provide management and support for quality assurance and testing prior to implementation
- Participate in making recommendations for acquisitions by identifying budgetary and technical impact and/or implications
- May represent the project at conferences and meetings with vendors, personnel and system users

### JOB REQUIREMENTS

- Bachelor's degree and three years experience with IT related project management *or*
- Five years experience with IT related project management
- Excellent organizational and communication skills

### SPECIAL REQUIREMENTS

The Kansas Secretary of State's office is responsible for numerous constitutional and statutory duties. This is on-going project management oversight and analysis work for various approved IT projects. Within 120 days of appointment, the successful candidate will be expected to obtain Kansas IT Project Management Methodology certification.

### SALARY & SCHEDULE

The starting salary for this position is **\$50,336.00/yr.** This is a full-time, benefits eligible position. The Secretary of State's office is located in downtown Topeka and our hours of operation are Mon-Fri, 8:00am to 5:00pm.

### APPLICATION REQUIREMENTS

1. Cover Letter
2. Resume
3. Secretary of State Employment Application [http://www.sos.ks.gov/about/about\\_resources\\_job.asp](http://www.sos.ks.gov/about/about_resources_job.asp)
4. Kansas Tax Clearance Certificate <http://www.ksrevenue.org/taxclearance.html>

### APPLICATION DEADLINE

The deadline to submit all application materials is **5:00 pm, Friday, October 19, 2012.**

### EMPLOYMENT PHILOSOPHY

The office of the Secretary of State does not discriminate on the basis of race, color, national origin, age, sex or handicap in the employment and treatment of its employees or in the admission or access to its programs and activities. The Secretary of State's office is an equal opportunity employer.

### CONTACT INFORMATION

For information regarding your application or the application process contact Mike Brassel.

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